

Administrative Guidelines

Board of Directors

Crossroads Charter Academy

CCA BUILDING RENTAL RULES & FEES POLICY

Non-profit organizations such as Girl Scouts, Relay for Life, Clubs, etc. who will not be charging admission fees, may request that fees be waived, per administrative approval. All other organizations will pay the stated fees.

There must be a staff member or custodian on the premises at all times during the use of the buildings. Specific needs and instructions will be agreed to in the Facility Use Form. Copies will be given to the Building and Maintenance Supervisor, Office, and Administration. All users of CCA Buildings and Grounds must comply with the rules set forth in this policy.

CCA Elementary Building Rental:

- Must complete and sign a Building Usage Rental Agreement form available in the main school office, which will then be subject to approval by the Administration and Building Maintenance Supervisor.
- Rental Fee for Classroom, Cafeteria, Auditorium: \$200
- Rental Fee for Gym: \$250
- Deposit Fee: \$100
Deposit is refundable based upon condition of facilities following the event. Refund will be determined by administration.
- Custodial Fee: \$25 per hour (Weekend fee is minimum of \$75. Hours to be determined by contract).

The following rules apply to individuals and groups who use CCA facilities.

Groups renting the building Monday through Friday, during regular custodial hours, are required to clean up after their function. Tables, counters, etc. should be washed and left clean for the following day. Floors must be swept by asking the custodian on duty for a vacuum.

Weekend renters will pay a minimum custodial fee of \$75 (to cover a minimum use of 1 to 4 hours). A custodian will be provided for entry, security, and clean up after the event. Custodial fee is an additional \$25 per hour for every hour of use after the 4-hour minimal use fee.

At no time is the building to be left unsecured.

No one will be allowed on the second or third floors, unless PRIOR approval is given by administration.

Use of the gym is allowed with PRIOR approval of the Athletic Director. Adult supervision is mandatory. Proper gym shoes are to be worn. No street shoes are allowed on the gym floor. The rental group must supply equipment needs. Children must remain in gym with adults.

There will be NO altering of the building in any way, without permission of the administration and building maintenance supervisor. (No drilling holes, hanging of hooks, etc.).

Groups may use the kitchen and dining areas with prior approval. You must furnish your own equipment and food products. School equipment is locked up for safety reasons. The kitchen must be kept clean and sanitary.

Any defacing of school property may result in your loss of deposit, and will jeopardize rental of the building in the future.

If renting an area where there are computers, they are not to be touched by anyone. Teacher's desks and all cabinets, closets, drawers, etc., are considered personal/private areas, and are not to be touched or entered for any reason.

All other requests or questions may be addressed to the administration and building maintenance supervisor.

CCA MS/HS Building Rental:

- Must complete and sign a Building Usage Rental Agreement form available in the high school office, which will then be subject to approval by the Administration and Building Maintenance Supervisor.
- Rental Fee for Classroom, Cafeteria: \$200
- Rental Fee for Gym: \$500
- Deposit Fee: \$100
Deposit is refundable based upon condition of facilities following the event. Refund will be determined by administration.
- Custodial Fee: \$25 per hour (Weekend fee is minimum of \$75. Hours to be determined by contract).

The following rules apply to individuals and groups who use CCA facilities.

Groups renting the building Monday through Friday, during regular custodial hours, are required to clean up after their function. Tables, counters, etc. should be washed and left clean for the following day. Floors must be swept by asking the custodian on duty for a vacuum.

Weekend renters will pay a minimum custodial fee of \$75 (to cover a minimum use of 1 to 4 hours). A custodian will be provided for entry, security, and clean up after the event. Custodial fee is an additional \$25 per hour for every hour of use after the 4-hour minimal use fee.

At no time is the building to be left unsecured.

No one will be allowed on the lower level, unless PRIOR approval is given by administration.

Use of the gym is allowed with PRIOR approval of the Athletic Director. Adult supervision is mandatory. Proper gym shoes are to be worn. No street shoes are allowed on the gym floor. The rental group must supply equipment needs. Children must remain in gym with adults.

There will be NO altering of the building in any way, without permission of the administration and building maintenance supervisor. (No drilling holes, hanging of hooks, etc.).

Any defacing of school property may result in your loss of deposit, and will jeopardize rental of the building in the future.

- 'r If renting an area where there are computers, they are not to be touched by anyone. Teacher's desks and all cabinets, closets, drawers, etc., are considered personal/private areas, and are not to be touched or entered for any reason.

All other requests or questions may be addressed to the administration and building maintenance supervisor.

STAFF BOOKING OF ROOMS AND GYMS

ROOMS:

Staff desiring to book a room or gym other than their own, you need to come to the high school office to fill out a Building Usage Rental Agreement. After the form is filled out and approved, you will be assigned a room for your event.

GYM:

A Building Usage Form needs to be filled out and then approved by the Athletic Director and the Superintendent. There will be a non-refundable deposit of \$250 for the elementary gym and \$500 for the high school gym. The gyms will only be available if sport events are not occurring at the time needed (including practices).

MITCHELL CREEK PROPERTY USE:

Cost of rental will be \$250 per day. The \$250 fee includes: bathrooms, cleanup by CCA (estimate 2-3 hours), use of the press box, scoreboard, and concessions stand. The use of the field lights is an additional cost of \$50 per hour of use.

The concessions stand is to be entirely cleaned up by the group that utilizes it. Reasonable cleanup is expected by the renting group after the event. CCA will then clean bathrooms and empty trash bins the next day.

Lining of fields must be authorized by the Athletic Director and will be furnished by the rental group unless arrangements are made.

CCA reserves the right to deny usage of the field if inclement weather, makes the field highly susceptible to extreme playing damage. This notice must be given at least two hours prior to the posted starting time of the event.

If extensive cleanup or repairs are necessary, reparations from the renter may be sought or future rentals denied.

Keys to the facility are to be picked up from the Athletic Director no more than one day prior to the event and must be returned immediately following the event.

No heavy equipment or vehicles are allowed in the track area without permission from the Athletic Director.

The rental group assumes complete liability for the facility while renting the facility, including injuries and property damage.

BUS USE:

The Crossroads Charter Academy bus will not be used by non-CCA groups or activities.

Facility Usage Permit

Crossroads Charter Academy

215 North State Street
Big Rapids, MI 49307
231-796-9041
231-796-9790 Fax

Facility_____
Activity/Event_____
Activity will begin at_____
Activity will end at_____
Group desires to enter building at _____
Days Desired: M T W T F S S
Dates: _____
#Of meeting dates____# attending _____
Is a certificate of insurance required? _____
Fee charged to enter? _____

Date of Application._____

Additional Information:

Organization_____

Application Representative_____Phone(W) _____;Phone (H)_____

Address_____

Adult responsible for supervision._____Phone(W)_____Phone(H)_____

Email Address _____

Estimated Fees:

Rental _____
Custodian _____
Kitchen _____
Building Supervisor _____
Other _____

Equipment Needed:

<input type="checkbox"/> Basketball	<input type="checkbox"/> Podium DAV Cart
<input type="checkbox"/> Volleyball	<input type="checkbox"/> Overhead Projector
<input type="checkbox"/> Chairs	<input type="checkbox"/> VCR & Monitor
<input type="checkbox"/> Tables	<input type="checkbox"/> Key
<input type="checkbox"/> Water Access	<input type="checkbox"/> Microphone
	<input type="checkbox"/> Screen

We agree to abide by the Crossroads Charter Academy's Facility Use Policy and to assume the responsibility of our group while using this facility.

Authorized signature of organization

Date

Administrator's Signature

Date

APPROVED AND SIGNED PERMIT MUST BE ON FILE BEFORE GROUP MAY USE FACILITY